



Town of Altavista  
DIRECTOR OF PUBLIC UTILITIES

Dept: Public Works and Utilities  
Status: EXEMPT

Grade Level: 25 (\$57,500 - \$83,000) FLSA

**GENERAL PURPOSE:**

The position of Director of Public Utilities is under the general supervision of the Town Manager. The Director of Public Utilities oversees and manages the operation of the Town water system, wastewater system and sewer system. This is an important professional and administrative position involving responsibility for administering a comprehensive public utility program. The individual in this position must demonstrate considerable judgment, initiative, and professional engineering knowledge in making technical decisions on engineering problems.

**REPRESENTATIVE DUTIES, SKILLS, and DEMANDS of the Position:**

*The following duties/skills/demands are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Exercises general management of the operation of the Town water and wastewater operations; oversees the operation of the water filtration and wastewater treatment plants.
- Directs the conduct of studies to ascertain the utility needs of individuals and the Town as a whole;
- Exercises general supervision over the development of plans and designs for utility structures such as water systems, water reclamation facilities and sewage treatment plants;
- Represents the Town at meetings with other local jurisdictions and State agencies and meets with Economic Development prospects;
- Exercises administrative supervision over the construction of new facilities and their inspection for compliance with Town standards;
- Establishes standards for the operation of the water filtration and sewage treatment plants;
- Oversees the accounting and business management activities of the Public Utilities Division
- Prepares annual budget estimates of receipts and expenditures;
- Prepares periodic and annual reports on Public Utilities activities;
- Performs related work as assigned.

**Skills/Abilities:**

- Broad and extensive knowledge of modern principles and practices of public utility operations;
- Extensive and detailed knowledge of the construction and operation of water filtration and sewage treatment facilities, water distribution systems, sewer collection systems;
- Considerable knowledge of laws and regulations governing public utility services and operations;
- Proven customer service and leadership skills;

- Considerable knowledge of business management practices as apply to the operation of the department/division;
- Proven ability to establish effective working relationships with staff, other Town representatives and department heads, the design, engineering and construction community and citizens;
- Ability to plan and to supervise the work of others on a large scale;
- Ability to perform long-range planning and strategizing to anticipate needs in staffing levels, capital funding and operational objectives of the Public Utilities Division;
- Written and verbal skills; analytical skills; public relations, computer skills;
- Ability to interpret and apply Town policies, procedures, laws and regulations relating to assigned activities;
- Ability to discreetly handle confidential and political matters;
- Assist the Town Manager in maintaining an effective communication with the Town Council.
- Must have a professional appearance and exhibit professionalism;
- Demonstrated sound professional judgement.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

##### Physical Requirements:

*This conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions:*

- Position may require physical effort and lifting and/or moving up to 40lbs. Visual acuity (with or without correction), color and depth perception, manual dexterity, sufficient hearing (with or without correction), frequent sitting, standing, or walking for long periods, occasional stooping, kneeling, crouching, or crawling. The physical demands described are representative of those needed to successfully perform the essential functions of this position.
- This position may require working near electrical/moving mechanical components, moderate to high noise levels, wet/humid conditions, high/low places, toxic chemicals, dust and vibration.
- Work is performed mostly indoors and in office settings. Some outdoor work is required in the assessment of plant operations and inspection of the distribution/collection systems.
- Hand-eye coordinate is necessary to operate computers and various pieces of office equipment.
- The physical requirements and work environment described here may not be a complete representation of what an employee may encounter.

#### **QUALIFICATIONS:**

##### Knowledge of:

- At least five (5) years of progressively responsible experience in management and knowledge of principles, procedures, and practices as applied to water/wastewater operations.

- Knowledge and understanding of local, state, and federal regulations related to utility operations;
- Working knowledge of equipment, materials, methods and procedures used with both water/wastewater systems i.e. public water supply, reuse distribution systems, water and/or sewer pipe connection/installation/repair, wastewater collection, chemical testing and biological analyses.
- Federal, state and local law, codes and regulations governing the administration of water and wastewater functions and activities.
- Principles and best practices of a governmental construction projects and programs and contract negotiations and administration.

Education and Experience:

Education/Experience:

- A Bachelor's degree in engineering and eight (8) years of practical experience in the field of Water Supply and Wastewater Facilities; including 3 years in a supervisory capacity.
- Practical experience must be supplemented by maintaining up to date technical courses in the fields of water supply, sewer facilities, hydraulics, administration, etc.; or
- At the Town's sole discretion, a combination of educational and specialized professional experience sufficient to demonstrate possession of the knowledge, skills, and abilities required for the position may be substituted for the required minimums.

Licenses/Certificates:

- Possession of a valid Virginia Driver's license.
- Commonwealth of Virginia Class II Water and Wastewater Operator Certifications (preferred)

The Town of Altavista, Virginia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Altavista, Virginia will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.

All job descriptions are subject to revision and amendment.

